

AOP 11: STAFF IDENTIFICATION INDICES	Page 1 of 2
Division of Forensic Science Administrative Operating Procedures	Amendment Designator:
	Effective Date: 25-November-2003
<p style="text-align: center;">AOP 11: STAFF IDENTIFICATION INDICES</p> <p>11.1 BACKGROUND</p> <p>The Division of Forensic Science is a Public Safety entity and must take extreme precautions to ensure accuracy in the analysis of evidence and the reporting of the results of the analysis of that evidence. The sensitivities of our methods, such as in DNA and latent fingerprint examinations, are such that we are capable of detecting even minor contributions by our own examiners and/or anyone handling evidence, despite QA measures in place to minimize that risk. Thus, when a search of the databases of convicted felons, arrestees, fingerprints, etc., does not match any entry in these databases, there still remains the possibility that the unidentified profile, fingerprint, etc. may belong to someone on our own staff who came into contact with the evidence and/or the location/equipment/supplies that were used in the analysis.</p> <p>11.2 STAFF IDENTIFICATION INDICES</p> <p>11.2.1 As a condition of employment and/or to routinely work in any of the Division's laboratories in any capacity, all individuals are required to provide appropriate samples for inclusion into the Staff Identification Indices.</p> <p>11.2.2 The requirement to provide appropriate samples for inclusion into the Staff Identification Indices is in addition to the required security background check (QM ¶ 16.4.1).</p> <p>11.3 STAFF DNA INDEX</p> <p>11.3.1 Procedure</p> <p>11.3.1.1 The individual's buccal sample shall be profiled and entered into the Staff DNA Index. Upon request, the employee will be provided with their DNA profile.</p> <p>11.3.1.2 Once the individual's sample has been profiled and entered into the Staff DNA Index, the individual's sample will be retained and marked with an anonymous personal identifier code.</p> <p>11.3.1.3 The individual's DNA profile in the Staff DNA Index will be identified by the same anonymous personal identifier code.</p> <p>11.3.1.4 The person entering the individual's profile into the Staff DNA Index will provide the Division's Forensic Office Manager II (CF343) with the name of the individual whose profile was entered and the anonymous personal identifier code assigned to that individual's profile/sample.</p> <p>11.3.1.5 The Forensic Office Manager II shall maintain the only record which correlates personal identifier codes with individuals' names.</p> <p>11.3.1.6 If an individual's DNA profile is identified when the Staff DNA Index is searched, the Forensic Office Manager II shall not release the individual's name until the Director/Deputy Director/Central Laboratory Director is notified.</p> <p>11.3.1.7 The Staff DNA Index can only be searched within the Division.</p> <p>11.4 STAFF FINGERPRINT INDEX</p> <p>11.4.1 Procedure</p> <p>11.4.1.1 The individual's fingerprint card will be sent to the VSP to be entered into AFIS.</p> <p>11.4.1.2 The VSP will assign a personal identifier code to the individual's fingerprints that are entered into AFIS.</p>	

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<div data-bbox="316 294 1526 514"> <p>11.4.1.3 The personal identifier code will be returned to the Division. The VSP will retain the fingerprint card.</p> <p>11.4.1.4 The Division's Forensic Office Manager II (CF343) shall maintain a list of each employee and their personal identifier code.</p> <p>11.4.1.5 If an individual's fingerprint is identified via AFIS, the VSP will notify the Director/Deputy Director/Central Laboratory Director.</p> </div> <div data-bbox="151 535 526 573"> <p>11.5 CORRECTIVE ACTIONS</p> </div> <div data-bbox="220 598 1466 661"> <p>11.5.1 Identification of an individual in a Staff Identification Index will be treated IAW QM ¶ 8, Discrepancies and Corrective Actions.</p> </div> <div data-bbox="1466 661 1537 693"> <p>◆ End</p> </div>	